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LINGUAPHONE

GERMAN COURSE ON COMPACT DISC

STUDY, HELP AND

438.

UNDERSTANDING BOOKLET



LINGUAPHONE

German Course on Compact Disc

Study, help and understanding booklet

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Your Linguaphone Course on Compact Disc

Welcome to your Linguaphone Course on Compact Disc. With CD you have all the normal benefits of a Linguaphone Course, together with some extra advantages that will help you to learn faster and more enjoyably. You have high quality of sound and the durability of CD.

The precise features available on your CD player will depend on the model you have; it is important, therefore, to read the instructions carefully. If you have obtained the Sony Discman from Linguaphone with your course, it will enable you to do the following:

- ★ Quickly locate any section of the learning programme on your disc.
- ★ Search easily for a particular word or phrase within a section.
- ★ Automatically repeat the whole disc.
- ★ Automatically repeat one section of a learning programme.
- ★ Automatically repeat a passage of any length you choose – you mark the passage and repeat it as often as you wish.
- ★ Play sections of the learning programme in random order.
- ★ Play sections of the learning programme in a given order – you set up the activities you want.

Refer to your illustrated instructions and practise these functions before you begin your course.

REMOTE CONTROL UNIT

A particular feature of the CD player supplied by Linguaphone is the remote control unit. This enables you to control all the functions of the machine at a distance, and in addition you can go directly to a particular section by keying in the track number.

TEXTBOOK and SPOKEN EXERCISES BOOK

The disc number is printed at the top of every page in the illustrated textbook and the book of spoken exercises. Track numbers are printed next to the text where that part begins on disc. When you are playing a disc, the relevant track number appears in the window on your player.

By using the '*locate*' and '*search*' facilities, it is fast and simple to go back or forward to any part of the learning programme you choose. This means you can concentrate on those parts that specially interest you or which you find difficult at first.

By using the '*repeat*' facilities, you can set up a section to repeat itself until you tell it to stop. (On the machine supplied by Linguaphone, you mark the beginning and end of the repetition part, which may be just a word or two, a phrase or a longer passage.) This will help particularly with ear training and pronunciation, especially of more difficult sounds, and you will more readily absorb the rhythms and patterns of speech.

By using the facility to '*programme*' the order of play, you can choose your activities. You could, for instance, select listen-only sections, or role-plays, or drills . . . to give yourself just the kind of practice you want.

Notice that in the illustrated textbook symbols indicate whether you should '*listen*', '*repeat*' or '*reply*'.

Your study booklet

In the next two pages, you will be introduced to the remaining components of your course, one by one. Examine them and get to know how your course is organised before you begin to study.

In the following four pages, you will find a step-by-step guide to using your course. Follow the prescribed method to begin with, at least. When you are familiar with this, you can introduce any variations you want – exploiting your CD system to the full.

How to make the most of your Linguaphone Compact Disc German Language Course

YOUR German Study Course is made up of the introductory disc, "Getting Started", 8 recorded language discs and 4 Course books.

"GETTING STARTED"  Listen to this disc before you begin the language discs. It will introduce you to the whole course, and give you valuable tips on how to make the most efficient use of the time you spend studying.

DISCS 1–8 These discs contain all the recorded material for each of the 30 lessons of your course. Disc 1 contains the recordings of the Introduction and Disc 8 has a section on German sounds which gives you a pronunciation guide. All the discs are entirely in German, and recorded by native German speakers, so you can be sure you are hearing German as it really is spoken. The labels on the discs show you which lesson is on what disc, and the track number where each lesson begins.

DEUTSCHER KURSUS (GERMAN COURSE) This illustrated Textbook contains the printed version of the 30 lessons on your discs, the Introduction, and the section on German sounds. Use this book to follow the text of each recorded lesson to increase your comprehension and to build on your reading experience. The track numbers of each disc are printed next to the text they cover.

DEUTSCHER KURSUS – MÜNDLICHE ÜBUNGEN (GERMAN COURSE – SPOKEN EXERCISES) This is your spoken exercises book, and contains the printed text of all the spoken exercises

on the discs. It also contains a key which enables you to check your answers when you have done each exercise. The track numbers of each disc are printed next to the examples and exercises to show you where you can locate each section on the disc.

DEUTSCHER KURSUS – SCHRIFTLICHE ÜBUNGEN (GERMAN COURSE – WRITTEN EXERCISES) This book gives you practice in writing the language you have learnt. Its exercises and key will help you to consolidate the knowledge gained through your study with the recordings.

DEUTSCHER KURSUS – HANDBOOK This handbook is your tutor: it not only gives the meaning in English of all the words and phrases you will be hearing and reading in each of the 30 lessons of your German course, it also explains in detail how the German language actually works, and sets the scene for each lesson. Make sure you keep it handy and refer to it often.

"STUDY, HELP AND UNDERSTANDING" BOOKLET Keep this booklet and use it with your "Getting Started" disc to help you find your way through the course.

CD reference numbers

	Compact Disc
 1 etc	Compact Disc number 1, etc
1. 2. 3 etc	Track point where that part of the recording begins
«	Listen only
««	Listen and repeat
«»	Listen and respond

How to use your COURSE

This is a step by step guide on how your course actually works. Once you have listened to the "Getting Started" disc go on to Disc 1, the *Einleitung*.

Remember, the track numbers of each disc are printed in the Textbook and the Spoken Exercises book so that you can easily match your place on the disc with the corresponding sections in the books.

INTRODUCTION

WORKING MATERIALS STUDY SEQUENCE

Step 1 Disc 1, track 1	Listen to Part 1 of the Introduction several times until you are familiar with its sounds and rhythm.
Step 2 Disc, Textbook	Listen again and follow the text in your Textbook. The pictures will help you to understand.
Step 3 Handbook	Look at the translation of Part 1 in your Handbook and work out the meaning.
Step 4	Follow the same procedure for Part 2, and for Part 3.
Step 5 Disc 1, track 6	After a musical note, you will hear the Introduction again, this time with pauses for you to repeat.
Step 6 Disc	Listen to the speaker, and in the pause repeat what you have heard. Do this for a few sentences at a time.
Step 7 Disc	Repeat step 6 until you are satisfied with your results. You can check with your Textbook if you are not sure of the words.

GERMAN SOUNDS

Now, take Disc 8. At the end of this disc, on tracks 58–62, there is a section on German sounds which gives you a pronunciation guide. Listen to this carefully, and refer to it throughout the course. It will give you practice in recognising and producing the key sounds of the language. You will find a printed version at the end of your Textbook, which also gives you the track reference number.

THE LESSONS

Each lesson has 3 phases: Listening and Understanding, Speaking, and Writing, and is made up of 3 parts. For this first phase, Listening and Understanding, you should concentrate on one part at a time.

Phase 1 – LISTENING AND UNDERSTANDING

WORKING MATERIALS STUDY SEQUENCE

Step 1 Disc	Listen to the recording of Part 1 several times until you are familiar with its sounds and rhythm.
Step 2 Disc, Textbook	Listen again and follow the text in the Textbook.
Step 3 Textbook, Handbook	Work out the meaning of the text using the wordlist and notes. Read the summary of "What happens" – this will help you to follow the sequence of events. Try to understand first the meaning of phrases, then of whole sentences.
Step 4 Disc	Listen to the recordings again and continue to do so until you can understand everything as you hear it.
Step 5	Now, go through Steps 1–4 for Part 2 of the Text, and then again for Part 3.
Step 6 Written Exercises	Turn to the Written Exercises Book, and do the first exercise of the lesson you are studying; this will make sure you have understood the lesson. You are given four possible answers to each question: only one is correct. Check with the answers at the end of the book. If you get some of them wrong, check over the lesson again.

INFORMATION

Handbook	There are two reference sections at the end of the Handbook – an appendix of the grammar covered in the course and a complete word list. Use them as you
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go through the course to check on words you may have forgotten or points of grammar you may not be sure of.

Phase 2 – SPEAKING

This phase comprises three parts, Repetition, Conversation and Spoken Exercises.

PART A – REPETITION

- Step 1 Disc Locate the extract for repetition (it follows the recordings of Part 3 of the Text). The track number is given in your Textbook.
- Step 2 Disc Listen to the speaker and in the pauses repeat what you hear. You can check with your Textbook if you are not sure of the words, but as far as possible rely on your ears.

PART B – CONVERSATION

- Step 1 Disc Listen to the conversation. You will hear that it is spoken straight through, and then with pauses in which you can take the part of the second speaker. Immediately after each pause you will hear the correct version spoken by the second speaker.
- Step 2 Disc Now play the conversation again, this time speaking the part of the second speaker, so the whole conversation takes this form:
- 1) Listen to the first speaker
 - 2) Respond
 - 3) Listen to the correct response
 - 4) Listen to the first speaker
 - 5) Respond
- Step 3 Disc Repeat step 2 until you are satisfied you can take part in the conversation fluently.

PART C – SPOKEN EXERCISES

- Step 1 Disc Listen to the examples. You will hear a speaker, a response given by a voice taking your part, and the response again.
- Step 2 Disc Now do the exercise, following the pattern of the example, and speak your responses in the pauses. After you have spoken you will hear the correct response so you can check whether you were right.
- Step 3 Spoken Exercises Book As a further check, you can refer to the Spoken Exercises Book, but as far as possible rely on your ears.

Phase 3 – WRITING

- Step 1 Written Exercises Following the first exercise you did in Step 6 of Phase 1, you will find five or more further exercises. Read the examples: they show you what you have to do.
- Step 2 Written Exercises Book Write the answer to each question in full, following the pattern of the examples.
- Step 3 Written Exercises Book Check your answers against those given at the end of the book.
- Step 4 Handbook If you make a mistake check with the lesson notes and sentence tables to understand where you went wrong.
- Step 5 Textbook Now take a break and enjoy doing the puzzles "Zum Spaß" – "Just for fun" – which appear after the lesson texts. The answers are at the end of the book.

Now you are almost ready to begin the next lesson, but before you do, take some time to review the lesson you have just completed. Make sure you understand the new points of language and vocabulary that have been introduced, and that you can remember them. Check again if necessary, then proceed to the next lesson with confidence and enthusiasm.

Before you start

1. Get to know and handle all the items of your course. Familiarise yourself with your books, and how the lessons and exercises are laid out.
2. Make sure you are totally at home with your CD player; practise using the track counter for accurate recall until you are completely confident with it.
3. Plan your time so that you study frequently and regularly, not intermittently.
4. Organise your place of study so that everything, your discs, CD player, books and work materials, are conveniently to hand.
5. Always play your disc at a good volume.
6. Speak aloud and confidently during your reading and conversation exercises. If you start off by talking German alone in a normal speaking voice, you won't have any problems about mumbling your German in public later on.
7. Study a small amount at one time: you will find it easier to remember what you have learnt if you are fresh and work methodically. Study the course regularly and carefully, and at the end of a few weeks you will be surprised at how much you have learnt.
8. Follow the instructions in this booklet, and keep to the Linguaphone Method: listen and understand, then speak, then write and remember.

If you follow these simple guidelines, you will find your course a rewarding and pleasurable experience, the results of which will benefit you for life.